

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Title
Company Name
Company Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the services provided by [Company Name]. I have some questions about [specific services or issues].

Specifically, I would like to understand [mention specific clarification needed]. I believe this information will help me make an informed decision regarding my ongoing project.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]